

MILPERSMAN 1440-020

CONVERSION TO THE NAVY COUNSELOR (NC) RATING (LESS CAREER RECRUITER FORCE (CRF))

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Governing Directives	BUPERSINST 1001.39C BUPERSINST 1430.16D, Advancement Manual (ADVMAN) BUPERSNOTE 1418 NAVPERS 15909F, Enlisted Transfer Manual (ENLTRANSMAN)
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1. Background

a. The NC rating (less CRF) assists commands in organizing and implementing an aggressive enlisted retention program. NCs or Command Career Counselors (CCCs) are the command's principle advisors on policies and regulations related to Navy career planning matters. They evaluate enlisted retention programs within their own command or subordinate commands; supervise and coordinate interviewing and counseling efforts, provide primary technical assistance supporting other members of the command's retention team; maintain awareness of revisions and innovations in retention programs through access to Navy directives, reference materials, experience, and training; counsel individuals and give presentations to civic groups, naval personnel and their family members on the advantages of career opportunities in the Navy; and establish and maintain liaison with Navy public affairs officers and local media. The distinct purpose and nature of duties involved in the NC rating and CCC program require strict adherence to eligibility criteria, procedures, and policy for assignment to duties as CCC or conversion to NC rating.

b. USNR-R applicants should request change of rating per BUPERSINST 1001.39C. The CCC program provides for assignment of personnel in ratings other than NC to perform full time CCC

duties. Screening procedures for conversion to NC are contained in NAVPERS 15909F, Chapter 9.

2. Service Requirements

a. Applicants must

(1) be a first class petty officer (USN or USNR) or an exceptionally well qualified second class petty officer serving on second or subsequent enlistment; if petty officer second class, be eligible in all respects to compete for advancement to paygrade E-6.

(2) be eligible under BUPERSINST 1430.16D and current BUPERSNOTE 1418 and be recommended by their commanding officer (CO) for participation in the NCI Navy-wide examination.

(3) be within 1 year of completing the minimum activity tour (MAT); prescribed sea tour, or Department of Defense (DOD) tour, as appropriate. If approval for conversion is granted, the effective date of conversion will coincide with MAT, prescribed sea tour, or DOD tour completion date.

(4) have a minimum of 36 months obligated service remaining on current enlistment from date of conversion to NC rating.

b. USNR-R applicants approved for conversion to the NC rating must agree to recall to active duty for a period of 36 months with the Regular Navy, from date of advancement or conversion.

c. E-6 applicants approved for conversion to NC who are subsequently selected for E-7 in their current rating prior to actual change of rating must request in writing to Navy Personnel Command (NAVPERSCOM) (PERS-811) to have the conversion reconsidered at the E-7 paygrade.

d. E-5 applicants will be conditionally approved for conversion pending results of the NC1 Navy-wide advancement examination. Applicants selected for advancement will convert to NC1. **Conversion to NC2 is not authorized.** Authorization for conversion via the Navy-wide advancement exam is valid for the next two exam cycles. Members may be authorized to participate in a third advancement exam if not advanced from the first two

with approval from NAVPERSCOM (PERS-811). Requests must include a CO's endorsement and any evaluations submitted since member's original NC conversion package.

e. Personnel currently serving on an enlistment or extension of enlistment for which a Selective Reenlistment Bonus (SRB) was paid must be within 6 months of expiration of active obligated service (EAOS) to request conversion to NC.

3. Other Eligibility Requirements. Applicants must

a. be highly motivated for assignment within the career counseling field; **must have at least 1 year previous experience as CCC or departmental/divisional career counseling petty officer.**

b. have clearly demonstrated excellence in judgment, initiative, flexibility, objectivity, and leadership ability by having obtained willing performance from subordinates.

c. have an excellent command of the English language, both verbal and written. The candidate should also be persuasive in conveying ideas and have the ability to converse intelligently on Navy and general subjects.

d. have no history of drug abuse or excessive use of alcohol.

e. have a clear record, free from conviction by courts-martial, civil court (except for minor, non-repetitious traffic offenses), or nonjudicial punishment during the previous 3 years. Member must be military in bearing and deportment and meet Navy's physical readiness standards.

f. indicate stability in personal affairs without a history of severe domestic or personal problems, or chronic indebtedness.

g. be interviewed and recommended by the CO (use screening checklist, NAVPERS 15909F, Chapter 9, Figure 9A). Willingness to have member serve as his/her CCC should be stated. Personnel desiring conversion to NC rating shall be interviewed by an NC from the immediate superior in command (ISIC) or force retention staff, and the parent CCC (if applicable) with recommendations to the CO.

h. have an ASVAB test score of VE+AR=105 (minimum AR of 50).

4. **Application Procedures.** Requests for conversion to the NC (less CRF) rating will be reviewed by the rating sponsor (Chief of Naval Operations (CNO) (N130J)). Each applicant's motivation, qualifications, and potential to succeed as a NC will be considered, as well as Navy's needs and the need for additional NCs. Service needs will take precedence. CNO (N130J) will make recommendations, via member's present rating Enlisted Community Manager (ECM) and the NC rating ECM, to NAVPERSCOM (PERS-811) regarding applicant's suitability for conversion to the NC rating. When eligibility criteria is met, **submit**

a. formal letter of application to NAVPERSCOM (PERS-811) via (1) CO, and (2) Echelon 2 command, providing the following supporting documents:

(1) Current black and white 4"x5" photographs (full front and left side profile) in the dungaree or summer white uniform.

(2) Copies of performance evaluations covering the last 3 years.

(3) Certified copy of NAVPERS 1070/604, Navy Occupation/Training and Awards History, indicating completion of all advancement requirements for NC, including NC RTM and NC PARS.

(4) NAVPERS 1306/7, Enlisted Personnel Action Request.

(5) CO screening checklist, NAVPERS 15909F, Chapter 9, Figure 9C.

(6) USNR-R personnel must attach a copy of NAVPERSCOM (PERS-812) authorization for recall to active duty USN and a copy of NAVPERS 1070/613, Administrative Remarks, agreeing to obligate for 36 months upon conversion to NC rating.

b. letter endorsement from ISIC or Force Navy Career Counselor and CCC (if applicant not currently assigned as CCC). A letter of endorsement from the Command Master Chief (CMC) is strongly encouraged, but not required.

5. **E-5 Selectees**

a. Upon approval, E-5 selectees will be authorized to participate in the next two NC1 Navy-wide examination cycles. A copy of the approved message will be provided to Naval Education and Training Program Development Center, Pensacola, FL to validate examination(s). Those personnel who are not advanced from the next two NC1 examinations will not be converted to NC. E-5 selectees may apply to NAVPERSCOM (PERS-811) via the CO for authorization to take a third advancement examination.

b. E-5 selectees will be designated as "prospective NCs" (NEC 2199) for detailing purposes. Orders for duty in a valid NC billet will be via training at the Command Career Counseling Course, Norfolk, VA or San Diego, CA. Members will execute a NAVPERS 1070/613 stating they understand that failure to successfully complete en route training will result in immediate reversion to their original rate and paygrade, or to another undermanned rating listed in the current Career Reenlistment Objectives (CREO).

6. **E-6 Selectees**. E-6 personnel selected will be converted upon successful completion of the CCC course (A-501-0011) or directly converted if they have already completed the school.

7. **Forced Conversions**

a. Forced conversions into the NC rating **will not** be considered. **No waivers will be authorized.**

b. Personnel terminated from CRF are not eligible for reversion/conversion to the NC rating.

8. **No Fault Reversion/Conversion**. Requests for reversion of personnel whose suitability for continued service in the NC rating is questionable should be sent to NAVPERSCOM (PERS-811). Such requests must include a detailed description of the circumstances or reasons why member is no longer eligible to perform the duties of the NC rating and be adequately supported, in fact, by enclosures (e.g., evaluations, counseling sheets, witness statements, documentary evidence, etc.). Unsuitability

includes, but is not limited to, failure to maintain eligibility as outlined in "Service Requirements" and "Other Eligibility Requirements" above.
